



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

November 18, 2024

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Secretary
Norma Leader, Chair
Lisa Mason, Trustee
Dianne Palovcik, Trustee
Marianne Quimpere, Trustee
Nicole Starker Campbell, Vice Chair
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

REGRETS

Renetta Peddle, Trustee
Judy Raaschou, Trustee
Mary-Ann Thiessen, Trustee

Call to order: Norma Leader called the meeting to order at 6:31 pm

1. APPROVAL OF THE AGENDA

Motion by Lisa Mason to approve the agenda. Seconded by Nicole Starker Campbell. **CARRIED.**

2. Approval of the minutes of the October 21, 2024 board meeting.

Motion by Dianne Palovcik to approve the minutes of the October 21, 2024 Board Meeting. Seconded by Marianne Quimpere. **CARRIED.**

3. REPORTS

a. Chair's Report

- o This morning we presented the 2025 Operating Appropriation and Budget to City Council.
- o The Library put an ad in the Fort Record for the two vacant Board positions. We have had 4 applicants so far.
- o We will have our usual Holiday potluck following the December Board meeting.

b. Personnel Committee

- o Reminder to complete the Board self-evaluation survey, and fill out the volunteer hour spreadsheet.

Next meeting TBA

c. FDA Committee

- o Marianne reviewed the September Financial Statements. No questions, and she recommends the Board approves the statement as presented.

Motion by Marianne Quimper to approve the September financial statements as presented. Seconded by Margaret Booker. CARRIED.

Next meeting December

d. Report from Council

- o Welcome to Birgit
- o Budget presentation to Council are ongoing.

e. Director's Report

- o See Attached.
- o The Canada Post strike won't affect us much. We will not be mailing out cards to patrons, and no Santa letter mailbox this year.

f. Monthly Statistics

- o October statistics were presented.

Motion by Norma Leader to accept reports 3.a. through 3.f. as information. Seconded by Marianne Quimper. CARRIED.

4. MATTERS FOR APPROVAL

a. 2025 Board Meeting dates

Motion by Margaret Booker to approve 2025 Board Meeting dates as presented. Seconded by Nicole Starker Campbell. CARRIED.

b. 2025 Library Closures

Motion by Birgit Blizzard to approve 2025 Library Closures as presented. Seconded by Lisa Mason. CARRIED.

5. ROUNDTABLE

6. NEXT MEETING

December 9, 2024

7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:17 pm. CARRIED.

Norma J. Leader

Board Chair

Marg Booker

Marg Booker (Dec 10, 2024 15:36 MST)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
New assistive technology	We have new assistive technology, a Merlin magnifier. This item was donated by a Sherwood Park resident and we are very grateful!
November booksale	We had a revenue record this year! \$2431 in sales. Unfortunately, the prison is not interested in the books this year. The remainder of the books have been put back into storage. We will be running a campaign for little free libraries to distribute some of them. We will also look at having a summer booksale if we have a summer student.
DOW visit	The DOW representatives were very impressed with The Collaboratory and are interested in partnering with the Library on future STEM projects. We currently do not have the capacity to run the particular LEGO robotics club they are interested in, but we are looking at alternatives.
Chamber of Commerce presentation	We presented to the Chamber of Commerce, 10 people were in attendance. I feel it went very well. They were happy with the information and we made some good connections for the Library. One of the attendees put in an application to be on the Board.
Paperbag Fairies and Community Connection	This month the Paperbag fairies are at the Library to create cards for seniors. They also have a passive display where patrons can sign cards. We have a large coloring sheet on the main table for Community Connections month.

1.2 External

Item	Comments
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Like Comment Send Share

Why is Hoopla being cancelled?

Unfortunately, the cost to continue providing Hoopla became too high. While 8% of library cardholders use Hoopla, it accounts for 29% of our annual eResource budget.

We feel our resources are better used for other digital content moving forward.



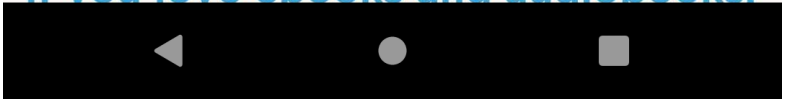
Unfortunately, the cost to continue providing Hoopla became too high. While 8% of library cardholders use Hoopla, it accounts for 29% of our annual eResource budget. We feel our resources are better used for other digital content moving forward. We do provide many other eResources to meet your needs. Click through the next three slides for some suggestions from us.

1 share

Like Comment Send Share



If you love ebooks and audiobooks,



2. Risk and Compliance Update

Item	Due Date	Comments
Budget presentation	November 18th	

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Lease agreement signed	November 14, 2024	We have signed the amended lease agreement with the City. The lease had to be amended to reflect the new office space.
LAPP audit	Dec 2-13, 2024	Usually they do not have questions for us, but Shannon and I will be here if they do.
Creativebug renewal	Dec 15, 2024	We will not be renewing this crafty database as we have Craftsy through Overdrive. It is not a popular database.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
		No incidents to report

2.3. Funder Obligations

Twice but Nice Grant	We have applied to TBN for funding for January.
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3. Update on Strategic Plan Implementation

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- November Fall break programs were completely booked, the Library was very busy!

- A few of the wonderful evaluations we have received:

Toddler Time: Everything 😊 The pace and variety of activities are perfect for this age group. Love the weekly themes too.

Tania always creates a very welcoming and non-judgemental atmosphere! I'm impressed by how quickly she learns all the kids' names and helps all children — the very busy toddlers and the quiet ones as well — feel comfortable to participate. Even with several children in the program room, her programs never feel chaotic or “loud.” She has a warm, easy-going and down to earth personality plus a great sense of humour. You can tell she truly loves young children and we are so lucky to have her at the library. Tania is a gem and we love going to her programs! Thank you Tania!!!

Homeschool Sr: Our daughter really enjoys this program and the opportunity to learn and use new things. Making green screen videos, coding movements for robots and learning Morse code have all been wonderful activities! Thank you.

Gaming Club: I've been wanting to get my son in this for a while now but always full. This time I was on it :)

2. Matters for Noting

- Staff Christmas gathering is on November 22. Staff will get together at The Canadian Brewhouse. Staff will each be given a \$25.00 gift card.
- It is that time of year – the Christmas books are out!